SRI VENKATESWARA COLLEGE OF ENGINEERING & TECHNOLOGY
(Approved by AICTE, New Delhi; Affiliated to JNTUK, Kakinada; G.O.Ms.No.101, Dt. 09-07-08)
N H – 5, ETCHERLA, SRIKAKULAM (Dist), Andhra Pradesh– 532 410
E-MAIL: library.svcet@gmail.com,   W: www.svcet.info
P: 08942-211602, F: 08942-222075, M: +91 9701213998

ABOUT THE LIBRARY :-

The Department of Library and Information Centre, Central Library is being headed by Mr. K.SundaraRao. The Library is geared up with updated equipment's to meet the academic needs of the faculty as well as the students. The College has a well-equipped modern library housed at B-block .Total area of the library is 708 Sqm . The books are classified and arranged according to the Dewey Decimal Classification (DDC) scheme and "Open Access" system is followed. The Library has computerized Catalogue .Through "OPAC" (Online Public Access Catalogue) is also available to find out the availability of books. Books are issued to students and staff with bar-coding system

The Central Library has been established since the inception of the college in the year 2008. The Library has a vast collection of 15,583 volumes (Books) with nearly 2,208 Titles in all the disciplines (U.G & P.G Courses), Dissertation/Projects, Research Papers and articles spanning over the last eight years. In addition, the Library subscribed e-journals through DELNET consortia nearly 1165 full text online journals available and 22 printed technical National & Inter National Journals subscribed directly from publishers and also 10 General Magazines, 10 Newspapers are available. The Library is fully automated with bar-code technology and New Gen Lib software is being used for bibliography data of books and periodicals for generation of bar-codes. The library provides Net based service to the students and faculty. The library has OPAC (Online Public Access Catalogue) for 3 systems, kept in the entrance of stock area, exclusively for the users to search the catalogue. Digital Library upgraded to 30 systems with Wi-Fi enabled high speed Internet facility side of the entrance of the text book section in the main hall of the library,

Library working hours

Library Working Hours

Monday – Saturday – 8.00am to 8.00pm
Sunday – 9.30am to 1.00 pm
Circulation Timings 09.30am to 4.30 pm (Issue/ Return)

****   The timings and day of operations shall undergo changes. ****

Library Orientation

Library Orientation

User Awareness Programme:

Central Library offers the orientation programme to the students and others in the beginning of every academic year through this programme an effort is made to familiarize every new member with the resources, services and facilities offered by Central Library and its policies is to use the

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Vision & Mission

Vision & Mission

VISION

In the present Scientific & Technological scenario, the College Library & Information Centre is committed to a wide ranging vision of making the students fulfill the latest trends and needs found in variant Job fields. Its vision is to sharpen and enhance the creative and researching talent of the student to meet present and future demands of the country as well as the world.

MISSION

The Library & Information Centre of the SVCET is endowed with the sacred Mission of imparting updated knowledge to the student in various disciplines to serve the state as well as the country a global level. Besides the Mission of the Library is to make every student self-reliant with good conduct and character to make India occupy a prestigious place in the country of Nations.

Library Quality Policy

Library Quality Policy

QUALITY POLICY

"The College Library & Information Centre is to make students disciplined academicians with integrity and unified sensibility to give a good account of themselves as healthy soulful citizens of the country".

VALUES

- **The SVCET Library & Information Centre Values our users and our staff seeing both as our greatest resources and assets.**
- **The Library & Information Centre Values and promotes access to critical thinking about and active engagement with the world of ideas.**
- **The Library & Information Centre Values freedom of thought and expression.**
- **The Library & Information Centre Values planned and purposeful change.**

Library Rules & Regulations

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Library Rules & Regulations
ADMISSION TO THE LIBRARY:

A Person who is not a member of the library should not be admitted in to the Library. However non-members should be admitted only by special permit to be issued from the Principal and Librarian or his deputy during his absence. The decision of the Librarian or his deputy should be final. Membership / Identity card should be shown at the counter when requested and every member should enter his / her name and member ship number (Branch / Admin Number) in the gate register. Every Member / Visitor has to Sign in the gate Register in the Entrance counter before entering in to the library.

The Library prohibits Boxes, Bags, Umbrellas, Sticks, Personal Books and such other items, so they should be left at the property counter. Silence should be strictly observed in the Library. Spitting and smoking are strictly prohibited. Misbehaving in the Library is strictly prohibited.

RULES AND REGULATIONS:

General rules:

- SILENCE & CLEANLINESS should be strictly maintained in& around the Library & Information Centre.
- After obtaining the Institute Identity Card, all the Students are advised to apply for the Library Membership in a prescribed application form, which is available at library Information Desk.
- All the UG / PG Students are eligible to borrow / Loan Four (4) Books from the circulation section for a Period of 10 (TEN) Days.
- Identity Card must be shown in the entrance gate whenever demanded.
- Every Member / Visitor should Log in the gate Register in the Entrance counter before entering in to the library.
- Readers and Visitors are requested not to bring their belongings into the library. The Library prohibits Boxes, Bags, Umbrellas, Sticks, Personal Books and such other items.
- Photo copying (Reprography) service shall be available for the Library material against payment.
- Users are responsible for photocopying with copyright while copying library documents.
- Improper use of library facility by a member will lead to the suspension of his / her membership.
- Every one shall ensure that no reader should feel disturbed. Mobile phones and other loud electronic materials are strictly prohibited inside library premises.
- Overdue charge of Rs. 1 per day shall be charged against each Book / Document after the due date.

- A Document (Book) Issued may be renewed up to 1 time provided; there is no reservation against it.
- A document may be recalled before the due date if required urgently in the Library. Failure to respond promptly may lead to withdrawal of library privileges.

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- Certain documents are intended to be used only in the library premises. These include return books, some text books, and rare books, current and bound periodical etc.
- Borrowers are requested to check if the documents being borrowed are complete and no pages are missing in it. In case of defect or damage in the book should be brought to the notice of the library staff.
- Borrowers are responsible for the documents they borrow. Documents lost, torn or damaged (tearing of pages, Underlining, making notes damaging of binding and the like) shall attract serious action and replacement of document concern.
- While entering the library, user should ensure that they carry only those books that are duly issued on their names otherwise disciplinary action will be taken against them
- Underline, Marking, Tearing will be Strictly Prohibited in the books.
- The Circulation Counter shall be closed half an hour before closing of the Library.
  The books are classified and arranged according to the Dewey Decimal Classification (DDC) scheme and "Open Access" system is followed. The Library has computerized Catalogue. Through "OPAC" (Online Public Access Catalogue) and is also available to find out the availability of books. Books are issued to students and staff with bar-coding system

Library Collection

At the time of establishment of college in 2008, the Library & Information Centre had a collection 15,568 Books. The collection of the Library has grown up considerably within a span of 8 years covering in Technology, Science, various aspects of humanities and extra. The Library collection includes following position as on JANUARY 2017.

Collection Details		
01	Books	24173
	Magazines	10
	National & Inter National Journals	22
02	e-Journals (DELNET)	1165
03	Social Welfare Books	655
04	Thesis / Dissertations	168
05	Non-Book Material	553
06	E-Books	3002
07	Back volumes	**

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Membership

Filled application in a prescribed form duly forwarded by the Department Central Library along with three recent Stamp size and one passport size photographs shall be submitted to the library. Membership is granted on the express understanding that they rules bind themselves to return all documents issued to them (Which are the Property of the SVCET) on their own and obtain a No dues certificate of the time of end of their membership.

Circulation

Circulation

Circulation Section is the gateway between users and Documents. So it plays a major role to Library & Information Centre circulation section SVCET Central Library Circulation performs Issues, Returns and Renewals of Books and other related material using of NewGenLib Library Software. In addition, from these basic task many other jobs like Membership registration, No dues clearance, interlibrary loan, Reservation, Overdue fine collection, SMS Mobile Alerts, Circular issues and Over dues preparation etc.

All kinds of Reference Queries by the users are being performed by this section.

Reference

Reference

The Reference section of the Library houses the Library's reference books; those that are meant to provide quick and accessible information on any particular topic. Reference books include topics that are intended to guide researchers in their studies, but not to be major sources for a paper or other projects. The reference collection contains information on a wealth of topics, but that information does not typically go into great depth. Reference books include materials such as dictionaries, encyclopedias, bibliographies, and style guides, among others.

Reference books are meant to be accessible to as many people as possible, and as such, are not permitted to leave the library. The Reference section in the **SVCET** Library is placed on either side of reading section to provide convenience for the readers. Reference items may be shelved in a reference collection located separately from circulation Items (Books) or Individual reference only items available for keeping.

Examples:

1. Almanac   : A Book Introduction for Specific field of ten by data.
2. Atlas   : A Set of Maps obtained by Geography.
3. Dictionary   : All alphabetically listing of words and their definitions.
4. Directing   : A List of Reference.
5. Encyclopedia: A Comprehensive Compendium.
6. Thesaurus   : A List of words with similar, related, or opposite meaning

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Book Bank

This book bank scheme is run for only SC, ST category Students. 4-6 books regarding syllabus are issued to students for the whole Semester and taken back after the end semester examination.

Rules for Book Banks Facilities:

1. No Name should be written anywhere on the Book (However, if a student so desires, He /   She may write the Name with pencil on the first page of the Book or a wrapper may be put on the book and the Name written on it).
2.   All students who are availing the facility must ensure retuning the entire set of books provided to them within one week of completion of their final examination in the concerned Semester.
3.   If any student availing the facility loses the book / damages the book / disfigures the book, he / she shall replace the Volume(s) with new book

Borrowing

 A New student as to collect the membership form available at circulation counter and submit it along with 2 stamp size color photos and passport size photo addition with college fee receipt(Library Challan copy) duly forwarded by Head of the Library & Information Centre. While collecting in the Library borrower cards should produce his/ her institute Identity card after collecting the Library cards next cans barrow books from the Library.

   All students' faculty and staff members are Issued Barcode person cards their entitlement in terms of the number of Books that capable barrowed by then are as follows.

S.No	Borrowers	No. of Books Entitled	Loan Period
1	Students U.G (All B.Tech Courses)	4	10 days
2	Students – P.G (All M.Tech ,MBA)	3	10 days
4	Academic Staff Teaching	4	One semester
5	Research Purpose	5	One month
6	Non-Academic Staff	2	One semester

MERIT CARDS

Two additional Library tickets as per the following entries in terms of aggregate marks U.G Courses students secure 75% and above P.G courses students secure 70% and above or class position in first and second place.

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E-Books for Engineering & Technology / Management

NAME OF THE SITE	SITE ADDRESS/ Click here
Freebookcentre	http://www.freebookcentre.net/
E-BOOKS DICTIONARY	http://www.e-booksdirectory.com/
ENGINEERING BOOKS ONLINE	http://www.onlineprogrammingbooks.com/engineering/
INTECH	http://www.intechopen.com/
TECHNICAL & ENGINEERING	http://ebooksfreee4u.blogspot.in/
SCIENCE & TECHNOLOGY	http://www.crcnetbase.com/
Free E books for all branches	**books**
ENGLISH GRAMMAR	http://grammar-teacher.com/
— DO –	http://www.englishgrammarsecrets.com/

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Video Lesions for Engineering & Technology / Management

NAME OF THE SITE	SITE ADDRESS/ Click here
NPTEL	Nptel Phase
MBA	Management
Virtual University	http://www.vutube.edu
MIT OpenCourseWare	http://ocw.mit.edu
MIT video lectures	http://videolectures.net/mit_ocw/
Online Lectures (Videos & Books)	http://www.onlinevideolecture.com/
IIT VIDEOS	http://iitvideos.blog.com/
Free Videos (World Wide All Universities)	http://freevideolectures.com/

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*** Some Important / Useful Sites ***

NAME OF THE SITE	SITE ADDRESS/ Click here
JNTU, Kakinada	http://www.jntu.edu.in/
JNTU Old Question Papers	http://www.jntufastupdates.com/
JNTU Portal	http://jntuportal.com/
JNTU Home	http://jntuhome.com/
JNTU World	http://jntuworld.com/
EngineersHub	http://engineershub.in/home/
JNTU First on Net	http://jntu.firstonnet.in/
List of All affiliated colleges Under JNTUH	http://www.jntuhaac.com/allcolleges.php
JNTU Stuff	http://www.uandistar.org/

Library Staff

Library Staff

MEET THE STAFF

S.NO	NAME OF THE STAFF	DESIGNATION	QUALIFICATION	EXP (IN YRS)	PHOTO
1.	Mr.K SUNDARA RAO	CHIEF LIBRARIAN	M.A,MLISc, PGDCA	13	
2.	Mr. B APPANNA	ASST. LIBRARIAN	M.L.I.Sc	12	
3.	Mr.B VARADA RAJU	LIB.ASST.	B.A	6	
4.	Mr.A Kumar Swamy	LIB.ASST.	B.A, Bed.,BLISc	2	
5.	Mrs. A RAJESWARI	LIB.ATTENDER	INTER	1	

LIBRARY NOTICES:

Library Notices

Attention: First Year Students of B.Tech,M.Tech,& MBA.

- **All the FIRST Year Students are informed to approach the Library Information Desk for Library Membership after obtaining the Institute's Identity Card.**
- **Each student is eligible to Borrow / Loan Four Books from the Library for a period of 10 Days.**
- **For further clarification please contact the Library Staff on duty or the Librarian.**

All the Final Year Out-Going students are informed to follow the following procedure to Obtain the Library No-Due Certificate :

- **All the Borrowed Books (incl. book bank) & Journals to be returned to the Library**
- **Lost Books to be replaced with New copy of the Latest edition.**
- **All the library Dues (LibraryFines) to be cleared before the next transaction.**
- **All the Library Cards to be returned to the library.**

Important Instructions :

- **Cell Phones are NOT allowed into the Library**
- **Students are advised to visit the library with their ID Card.**
- **Students are not allowed into the Library without the Institute's ID card**
- **Library Books are issued through Barcode, Hence all the Students must produce ID cards with Barcode for all Library Transactions.**
- **No Transaction will be done without Student ID Card.**
- **Students are advised NOT to Exchange the ID Cards.**
- **Students are advised NOT to borrow more than one copy of the Same Title**
- **Library Online Catalogue can be searched through Campus LAN i.e. OPAC**
- **Institute is providing access to E-Journals / E-Books, for access procedure please contact the Library Staff / Librarian.**